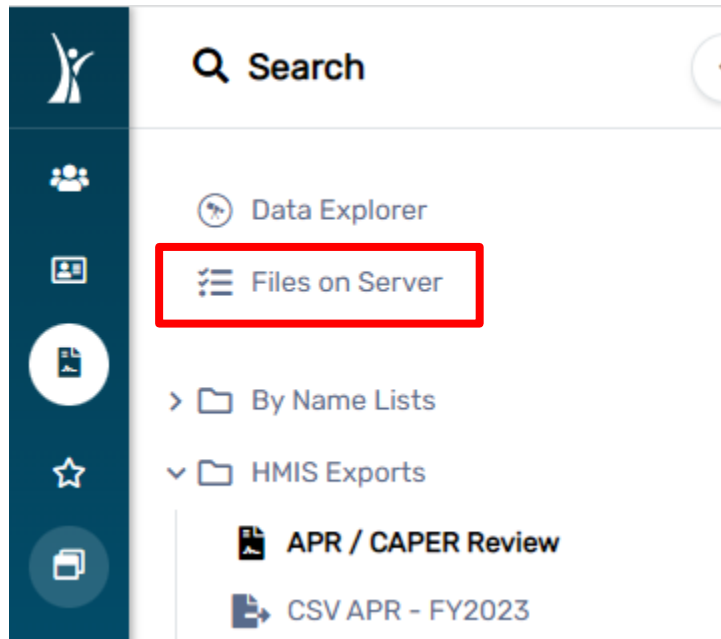


APR/CAPER REVIEW TOOL

1. Please use the **“APR/CAPER Review”** tool for identifying errors on the **APR** and/or **CAPER**
2. To use the **“APR/CAPER Review”**:
 - a. Run the **“APR/CAPER”** report using the **“APR/CAPER Export Quick Reference Guide”**
 - b. Verify that your **APR** or **CAPER** has three separate files displayed by selecting the **“Files on Server”** icon that looks like a checklist, as shown in the image below.



The three required files are:




- i. **HMIS APR CAPER 2023 Validation**
- ii. **HMIS CAPER 2023 Export**
- iii. **HMIS APR CAPER 2023 Pre-Load**

APR/CAPER REVIEW TOOL

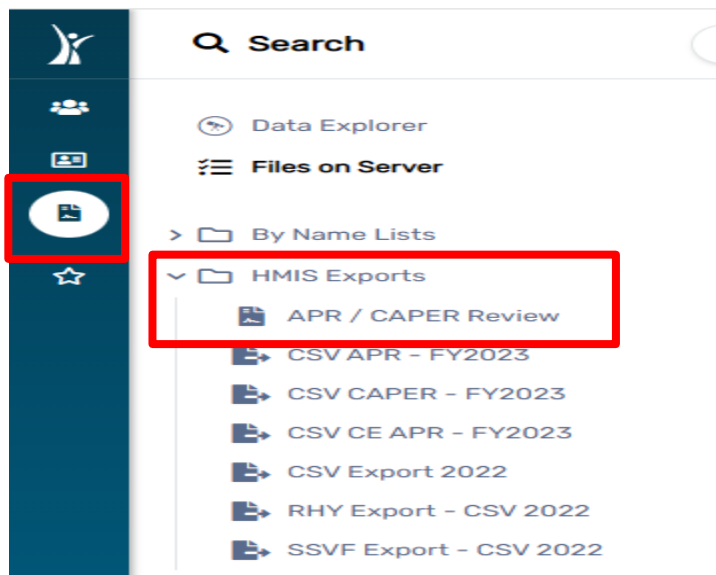
Files on Server

Displayed below is a list of the files available for you to download. Files with an expiration date will be automatically removed on the date specified. Click a file to download it. To remove the file, click the delete link. Once deleted, the file will no longer be available for download by any user and will not be available for processing if used in an import.

[View the status of export or import tasks.](#)

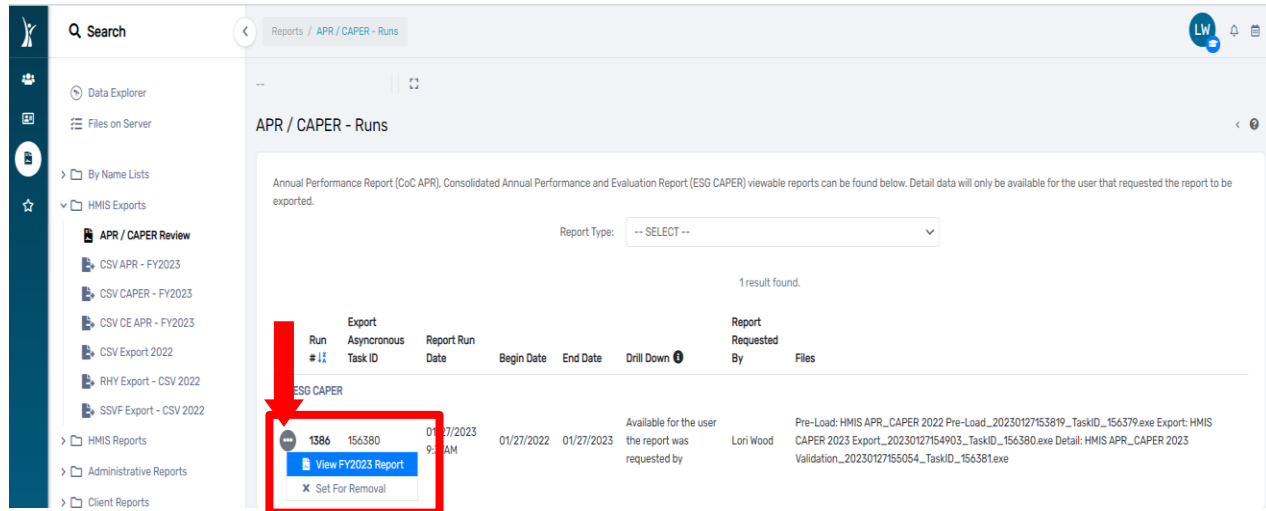
Created	Expires	
HMIS APR_CAPER 2023 Validation_20230127155054_TaskID_156381.exe 1/27/2023 3:50 PM	Lori Wood 1/27/2024 3:50 PM	
HMIS CAPER 2023 Export_20230127154903_TaskID_156380.exe 1/27/2023 3:49 PM	Lori Wood 1/27/2024 3:49 PM	
HMIS APR_CAPER 2022 Pre-Load_20230127153819_TaskID_156379.exe 1/27/2023 3:38 PM	Lori Wood 1/27/2024 3:38 PM	

3. Once the three files are displayed on your screen, go to the **“Report”** icon that looks like a document, right above the **“star”** icon on the left-side blue menu as shown in the image below.
4. Select **“HMIS Exports”**, which is the second file icon on the left-side white menu located in the menu on the left side of the screen.
5. Next, select **“APR/CAPER Review”** (located below the **“HMIS Exports”** tab), this is the first option.

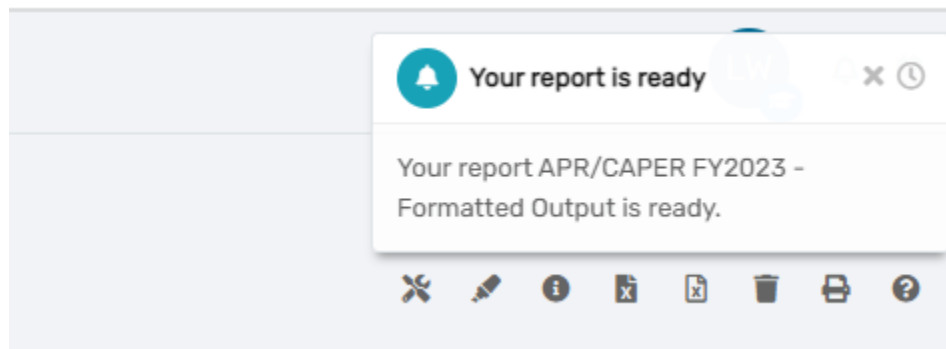


APR/CAPER REVIEW TOOL

- Next, click on the **“three dots”** to the left of the file as indicated in the below screenshot. Next, click **“View 2023 Report”**



- When the APR/CAPER Review Tool is ready for viewing a message will appear in the upper right corner of the screen. Click on **“Your report is ready”** and the PDF will display.



- Scroll down to view each of the **“Q#’s”** (questions) in the report.
- Identify all data points with error rates greater than 5% in the “Percent of Error Rate” column. In the screenshot below, all the error rates are 0%. However, if the error rate was greater than 0%, you would see it as well as the count of people triggering that error, which will appear as an underlined number.**

APR/CAPER REVIEW TOOL

Q6a - Data Quality: Personally Identifiable Information

Data Element	Client Doesn't Know Refused	Information Missing	Data Issues	Total	Percent of Error Rate
Name (3.01)	0	0	0	0	0.00%
Social Security Number (3.02)	0	0	<u>5</u>	<u>5</u>	26.32%
Date of Birth (3.03)	0	0	0	0	0.00%
Race (3.04)	<u>1</u>	0		<u>1</u>	5.26%
Ethnicity (3.05)	0	0		0	0.00%
Gender (3.06)	0	0		0	0.00%
Overall Score				<u>5</u>	26.32%

Q6b - Data Quality: Universal Data Elements

Data Element	Error Count	Percent of Error Rate
Veteran Status (3.7)	<u>3</u>	23.08%
Project Entry Date (3.10)	0	0.00%
Relationship to Head of Household (3.15)	0	0.00%
Client Location (3.16)	<u>2</u>	15.38%
Disabling Condition (3.8)	<u>3</u>	15.79%

APR/CAPER REVIEW TOOL

Q6c - Data Quality: Income and Housing Data Quality

Data Element	Error Count	Percent of Error Rate
Destination (3.12)	<u>2</u>	25.00%
Income and Sources (4.2) at Start	<u>4</u>	30.77%
Income and Sources (4.2) at Annual Assessment	0	0.00%
Income and Sources (4.2) at Exit	<u>2</u>	33.33%

Q6d - Data Quality: Chronic Homelessness

A. Entering into project type	B. Count of total records	C. Missing time in institution 3.917.2	D. Missing time in housing 3.917.2	E. Approximate Date started 3.91.3 DK R missing	F. Number of times 3.917.4 DK R missing	G. Number of months 3.917.5 DK R missing	H. % of records unable to calculate
ES, SH, Street Outreach	<u>13</u>			<u>2</u>	<u>3</u>	<u>3</u>	23.08%
TH	0	0	0	0	0	0	0.00%
PH (all)	0	0	0	0	0	0	0.00%
Total	<u>13</u>						23.08%

10. To drill down to client level data, click on the “Q#” you need to review.

Click on “**Q6b – Data Quality: Universal Data Elements**” on the PDF **OR you can also click on any of the underlined numbers displayed in the report which will open a new PDF which displays the client information.**

Q6b - Data Quality: Universal Data Elements

Data Element	Error Count	Percent of Error Rate
Veteran Status (3.7)	<u>3</u>	23.08%
Project Entry Date (3.10)	0	0.00%
Relationship to Head of Household (3.15)	0	0.00%
Client Location (3.16)	<u>2</u>	15.38%
Disabling Condition (3.8)	<u>3</u>	15.79%

APR/CAPER REVIEW TOOL

11. An additional PDF will appear on the screen. *(This example is from clicking on the “3” for Veteran Status)*

CAPER Q6b Detail Information



Report Criteria:

Report	CAPER
Date Range	01/27/2022 - 01/27/2023
Organization(s)	My Fake Organization
Project(s)	My Fake Organization ES (ES-R8)
Include Details	Yes

Data Element	Number of Clients
<input type="checkbox"/> Veteran Status (3.7)	3
1048331 Turtle, Michelangelo	Client Doesn't Know
1027566 Client, Fake	Data Not Collected
921480 KETTERLING, ARCHIE	Data Not Collected
Total	3

Lori Wood

ClientTrack™ Reports

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1/27/2023 9:37 AM

You can now click on the “**Client ID#**” which will take you directly to the Client’s Dashboard, as shown in the screenshot above.

12. To minimize the PDFs on your screen, select the “**minimize**” option on the PDF. The PDF will move to the “**Minimized Windows**” option located below the star icon on the left of your screen on the blue menu.

APR/CAPER REVIEW TOOL

APR/CAPER Report Viewer

Heads of h

Q6a - Data

Data E

Name

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Q6b - Data

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Q6c - Data

ClientTrack™ Reports

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1/27/2023 9:37 AM

ClientTrack™

Report Criteria:

Report: CAPER

Date Range: 01/27/2022 - 01/27/2023

Organization(s): My Fake Organization

Project(s): My Fake Organization ES (ES-R8)

Include Details: Yes

Data Element	Number of Clients
Veteran Status (3.7)	3
1048331 Turtle, Michelangelo	Client Doesn't Know
1027566 Client, Fake	Data Not Collected
921480 KETTERLING, ARCHIE	Data Not Collected
Total	3

Lori Wood

- To reopen the “Hidden” PDFs, click on the “Minimized Windows” icon and select the report(s) you want to expand from the pop-up window.

Search

Data Explorer

Files on Server

> By Name Lists

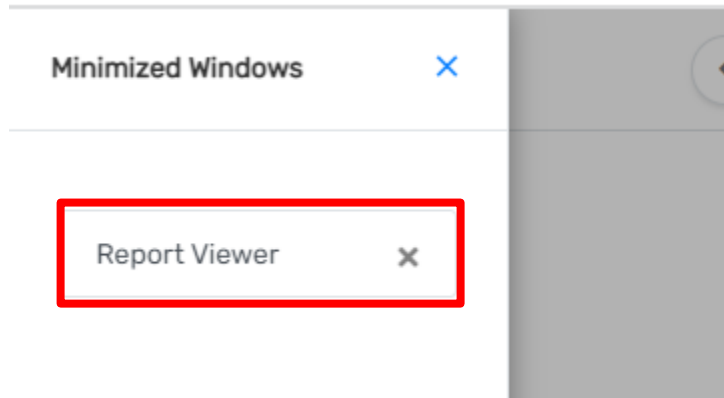
HMIS Exports

APR / CAPER Review

CSV APR - FY2023

APR/CAPER REVIEW TOOL

13. You will then be able to see a fly out window that says, “**Minimized Windows**” and a list of your minimized windows that you can click to make them display on the screen once again.



14. Next, make the necessary corrections/updates to the client’s record.
15. Repeat the above steps for all data points with error rates greater than 5%.
16. ***The final step is to run a new APR or CAPER to ensure the errors rates are reduced following the corrections/updates made to the client records.***

Please email the HMISHelpDesk@ihcda.IN.gov or the DVHelpDesk@ihcda.IN.gov if you have additional questions.